Leeds East Academy

Leeds East Academy Secondary School Admissions Policy 2025/26

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WHITE ROSE ACADEMIES

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1. GENERAL

1.1. This admissions policy applies to Leeds East Academy, a secondary school. We are an Academy and our school's admission authority is the Local Accountability Board.

1.2. **Leeds East Academy** (the "Academy") operates an admissions policy which seeks to ensure that it truly serves as an academy at the heart of its community. Its approach to admissions ensures that children who are looked-after/previously looked-after are prioritised. The Academy then seeks to prioritise those with exceptional medical or mobility needs.

1.3. Children with a school named on their Education, Health and Care (EHC) plan will be given a place in our school.

1.4. **Requirement to admit pupils**

1.4.1. The Academy is committed to straightforward, open, fair and transparent admissions arrangement. The Academy acts fully in accordance with its legal responsibilities.

1.4.2. Subject to its right of appeal the Academy will admit all pupils who have namedthe Academy in an Educational Health Care Plan.

2. APPLICATION PROCESS (Applying to start in Year 7)

2.1. Our school has a Published Admission Number (PAN) of 180. This is the number of places we can admit into Year 7 in September.

2.2. When applying to start in the entry year (Year 7), all applications are coordinated by local authorities across England.

2.3. The Academy is part of the Leeds Local Authority's (the "Local Authority") co- ordinated arrangements.

2.4. You apply to your home Local Authority (the council who empty your bins). If you live in Leeds, applications should be made online at www.leeds.gov.uk. Full details of the application process are available at this web address.

2.5. The closing date for applications to be submitted to the Local Authority is 31 October, for a place to start at the Academy in the following September.

2.6. When applying for a place, the Academy must be listed as one of the preferences.

2.7. All offers will be made by your home Local Authority on offer day of 3 March 2025.

2.8. **Applying after the national closing date:** If you apply after the national closing date, we cannot guarantee to consider your preferences at the same time as those received on time. Until 28 November, all applications submitted or changed will be treated as if they were on-time. After 28 November 2023, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

2.9. All applications submitted after 31 December are considered late and won't be allocated a school place until after national offer day.

3. ALLOCATION OF PLACES

3.1. **Oversubscription criteria:** If our school has more applications than places (called being oversubscribed) after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, we will give children priority for places in the following order:

Priority 1 - A looked after child is defined as a child who is (one of the following):

- in the care of a local authority
- being provided with accommodation by a local authority's social services (see the definition in Section 22(1) of the Children Act 1989)

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted
- became subject to a Special Guardianship order
- became subject to a Child Arrangements Order
- were in state care outside of England and were then adopted

You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority or state care outside England) with your application.

Priority 2 – Children with exceptional educational, social or medical needs that can only be met at our school.

This priority is a request for admission to our school because your child has exceptional needs that can only be met at our school.

Any exceptional need request must be supported by professional evidence.

All schools in Leeds have experience of supporting a wide range of social and medical needs. However, in exceptional cases, there may be compelling reasons why a child needs to attend our school. This priority can be requested in these cases, and applicants will need to clearly demonstrate the connection between your child's need, our school and how our school can meet your child's needs in a way that no other school can. It must be supported by professional evidence.

Our Local Accountability Board will review your request for this priority. Cases will be considered individually. A request would not be granted where a parent wishes for their child to attend a school based on the child's abilities, because their friends attend the school or due to childcare arrangements. Any request for this priority must outline why the child's circumstances are exceptional, and why only our school is suitable. You can find out more on Leeds City Council's check if you need to submit

extra information page.

You must provide the following information to our school at the time you apply:

- your child's name, date of birth and address
- What precise support your child requires due to their specific needs
- Why only our school can provide the support needed to meet your child's needs and no other school can
- What extra support or funding your child currently receives

You must attach supporting evidence from an independent professional, such as a medical specialist which confirms exactly what your child's needs are and why, in their view, only our school can meet that need. Without this evidence, your child's needs cannot be considered.

Priority 3 – Children who have a brother or sister attending our school

To get this priority, the sibling must:

- live the same address as the child applying
- still go to our school when the child applying starts (in September)
- be a full, half, step or foster sibling (this priority does not include cousins or other family members sharing a house)

Priority 4 – Children who live in the catchment priority area for our school

Our school has a defined catchment priority area. You can see this on a map at Appendix 1 below.

If you live in our catchment area your application will receive a higher priority at our school than applicants who live outside the catchment area. Living in the catchment area does not guarantee a place at our school.

Priority 5 – other children, by straight line distance

If none of the other priorities apply, your application will be considered under this priority.

3.2. If children meet the same priority (tie break)

3.2.1. If children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our school. For example, if there are 4 places remaining at our school and 5 children all live in the priority catchment area, the 4 priority catchment children living closest to the school will be allocated those places.

3.2.2. If two or more children live exactly the same distance from our school (i.e in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

3.2.3. We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place, we will admit them all,

exceeding the Published Admissions Number for our school.

3.2.4. **Distance measurements:** We use a straight line distance system provided by Leeds City Council admission team. The program measures the straight line distance from a defined point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazzetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home.

3.2.5. **Temporary school sites:** If our school is based on a temporary site for any reason, we will base our distance measurements on our school's permanent site.

3.2.6. **Which address to use:** When you apply you must use the child's permanent address, where they usually live with their parent or carer. You must not use any other address on your application.
Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered a fraudulent application. We will investigate all queries about addresses and we could ask the local authority to change the school place offer.
If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at our school.

3.2.7. **If the child lives in different properties (shared care):** Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week.
In cases of equal shared care, both parents must agree which address will be used on the application.
If there is no agreement, Leeds City Council will decide which address will be used, based on where the child spends the majority of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor.

3.2.8. **If parents disagree on an application:** Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.
When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until we have received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

3.2.9. **Moving home:** When offers are made on national offer day, we assume your address will be the same when you take up our school place in September. If you are planning to move house, you must still use your current address on your application.
As soon as you move house, you must tell Leeds City Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of your new address. They may have to change the school place offered to you.
Find out more on Leeds City Council's making changes to your application page.

3.3. Accepting offers

You will need to accept the offer of a school place directly with our school. This will not affect your position on any waiting list for any other school or your right to appeal.
If you refuse the offer, or do not accept the offer within a reasonable time, your place at our school may be withdrawn. This will leave your child without a school place in September.

3.4. Waiting lists

3.4.1. After offers have been made in March, if you have not been offered a place you can ask for your child to go on the waiting list for our school.

3.4.2. If you ask that your child is added to a waiting list after offer day and a place becomes available before the new school year starts, your child will automatically be allocated the place at your higher preference school. The Local Authority will also automatically withdraw the place at a lower preference school to give it to another child.

3.4.3. We hold waiting lists for all year groups as follows:

- your child's place on a list is decided by the oversubscription criteria in the school's admission policy (the rules for prioritising places)
- each time a child is added or removed, the list is ranked again, and your child can move down if another child meets higher criteria
- the waiting list will close at the end of the academic year (July 2025). You must reapply for a new school place to be on the list the following year
- looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

3.5. Admission out of chronological age

3.5.1. You can ask for your child to be admitted outside of their normal age group, for example if your child is gifted and talented or has experienced problems such as ill health.

3.5.2. You still need to apply for a place in their normal age group, in case you don't get permission. You must apply by any deadline date and we

recommend you send the request to each school you intend to apply for, as it is possible for one school to refuse a request that another school agrees.

3.5.3. To apply, you must send to us a written request that explains:

- why admission out of normal year group is being requested
- the year group you wish your child to be allocated a place

If you have it, you can also attach any available evidence that supports your request.

3.5.4. Our Local Accountability Board will consider each application individually and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

3.5.5. This request is separate to any decision about offering a place at our school. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

4. MOVING SCHOOLS (in-year applications)

4.1. We have the responsibility for considering requests to join our school in-year, or for year 7 places after the start of the school year.

4.2. To apply for a place, an in-year application form should be completed and returned to Leeds City Council. The application will then be sent on to all the school(s) you have applied for and our school will decide whether we can offer a place.

4.3. If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right of appeal. Your child will be added to our school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy. Find out more including any current vacancies in Leeds schools.

5. APPEALS PROCEDURE

5.1. If you have applied but not been offered a place at our school, you have the right to appeal.

5.2. Our appeals are arranged by Leeds City Council.

5.3. Appeals submitted for a year 7 place in the normal round will need to be received by Leeds City Council's deadline to guarantee being heard before the new school year starts.

5.4. Find Leeds City Council's appeals timetable containing deadlines and timescales

6. FAIR ACCESS PROTOCOL

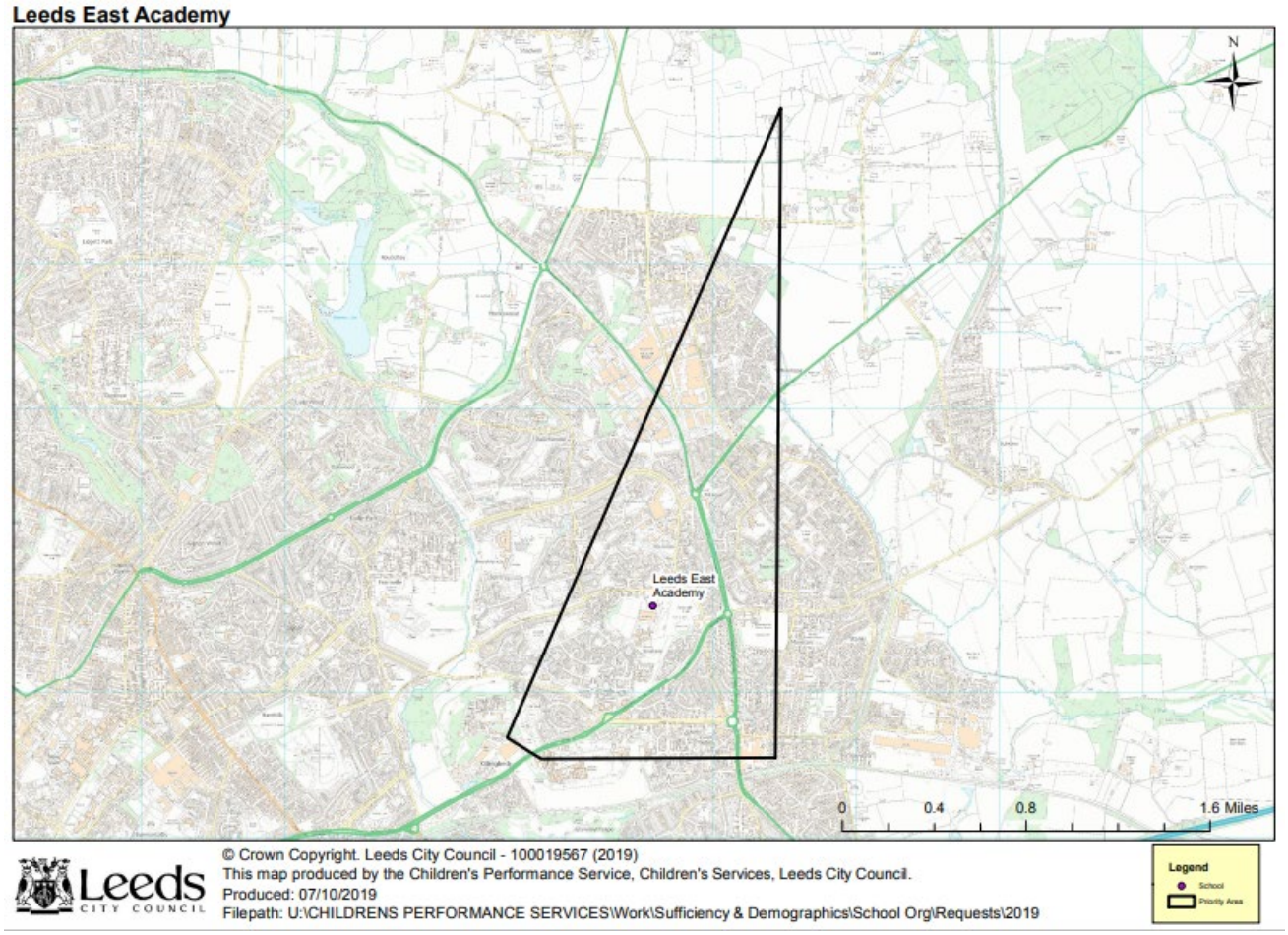
6.1. All schools must take part in the Fair Access Protocol arrangements. It is a

legal requirement and the protocol applies to all Leeds schools. The protocol operates outside of the Admissions policy.

6.2. The fair access protocol applies to in-year applications and the aim is to make sure the most vulnerable children who do not have an accessible school place, are offered a place at a suitable school as quickly as possible. It also ensures that no school (including those with places) is asked to take a disproportionate number of vulnerable children.

6.3. If you think the Protocol applies to your child's application, you will need to provide us with some further information. Read the Leeds Fair Access Protocol.

APPENDIX 1 – Academy Catchment Area



- Check your address to see if it is in our catchment area at School Catchment - leeds.gov.uk.
- If you live in the catchment area your application will receive a higher priority at that school than applicants who live outside the catchment area. Living in the catchment area does not guarantee a place at the school.